



# **Federal Funding 101**

**An Introduction to  
Grants & Appropriations  
By Senators Murray & Cantwell  
Staff**



# **Federal Funding 101 Goals**

- To provide the information and tools necessary to search and apply for Federal grants
- To provide a clear understanding of the Congressional appropriations process
- To educate constituents on their Congressional delegation's role in obtaining Federal funding



# **Senator Murray's Committee Assignments**

- Appropriations
- Budget
- Health, Education, Labor & Pensions (HELP)
- Veterans' Affairs



# **Senator Cantwell's Committee Assignments**

- Commerce, Science & Transportation Committee
- Energy And Natural Resources Committee
- Indian Affairs Committee
- Small Business & Entrepreneurship



# **Federal Funding Vocabulary**

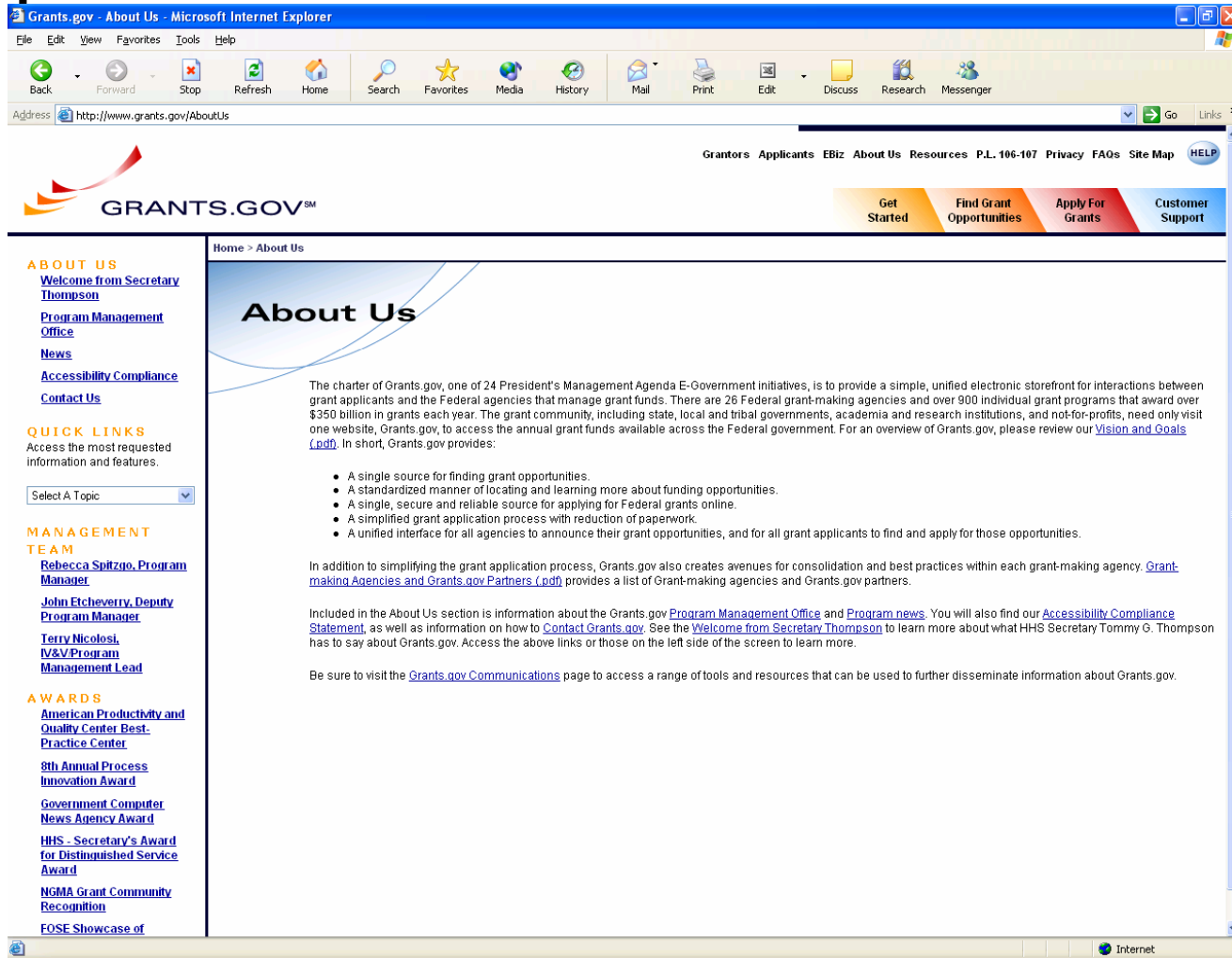
- Competitive Grant
- Authorizing v. Appropriating
- Congressional Appropriation
  - Programmatic v. Line Item Earmark



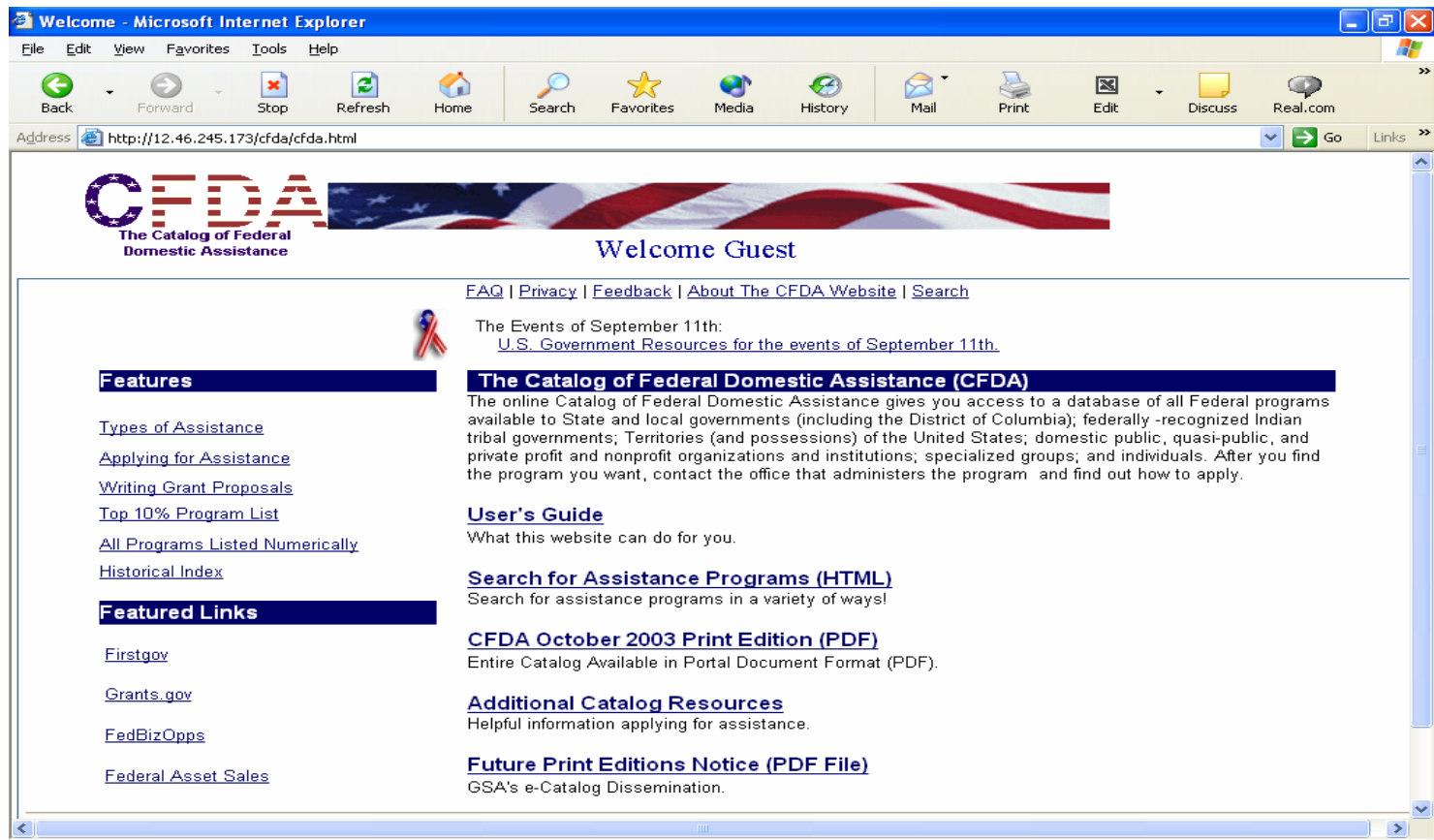
# Grants 101

- Handouts
  - “Grants Information for Constituents” (CRS Report)
  - “What Grants Funders Look For” (Office of Sen. Murray)
  - CFDA grant example
- Key Resources
  - Grants.gov  
<http://www.grants.gov>
  - Catalog of Federal Domestic Assistance (CFDA)  
<http://www.cfda.gov>
  - Murray’s Grant Gateway  
<http://murray.senate.gov/grants>
  - Federal Register  
<http://www.gpoaccess.gov/topics/grants.html>

# Grants.gov



# Catalog of Federal Domestic Assistance (CFDA)





# Federal Register

The screenshot shows a Microsoft Internet Explorer browser window displaying the GPO Access website. The address bar shows the URL <http://www.gpoaccess.gov/topics/grants.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, History, Mail, Print, Edit, Discuss, and Real.com. The website header features the GPO Access logo and a navigation menu with links for LEGISLATIVE, EXECUTIVE, JUDICIAL, HELP, and ABOUT. Below the header, there are links for A-Z RESOURCE LIST, FIND A FEDERAL DEPOSITORY LIBRARY, BUY PUBLICATIONS, and OTHER GPO SERVICES. The main content area is titled "GPO Access Resources by Topic: Grants & Awards" and includes a description of the page's purpose, a list of frequently requested information, and a section on federal grants and awards regulations. The left sidebar contains a link to "Ben's Guide to U.S. Government".

GPO Access Resources by Topic: Grants & Awards - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com

Address <http://www.gpoaccess.gov/topics/grants.html> Go Links

Resources by Topic Go Site Search:  Go

LEGISLATIVE EXECUTIVE JUDICIAL HELP ABOUT

A-Z RESOURCE LIST FIND A FEDERAL DEPOSITORY LIBRARY BUY PUBLICATIONS OTHER GPO SERVICES

Home Page > Resources by Topic > Grants & Awards

## GPO Access Resources by Topic: Grants & Awards

This page is a listing of GPO Access Resources that pertain to a broad topic area, and is constantly updated and improved. If you have any comments or suggestions for content on this page, please contact the [GPO Access User Support Team](#).

[Frequently Requested Information](#) | [Grants & Awards Regulations](#) | [Grants & Awards Legislation](#)  
[Purchase Grants & Awards Publications](#) | [Additional Federal Grants & Awards Resources](#)

### Frequently Requested Information

- **Treatment of Certain Homeless Assistance Grants (Pub.L. 107-151):** To revise certain grants for continuum of care assistance for homeless individual and families. Signed into law on Mar. 13, 2002 - [H.R. 3699] [TEXT](#) | [PDF](#)

[ Top ]

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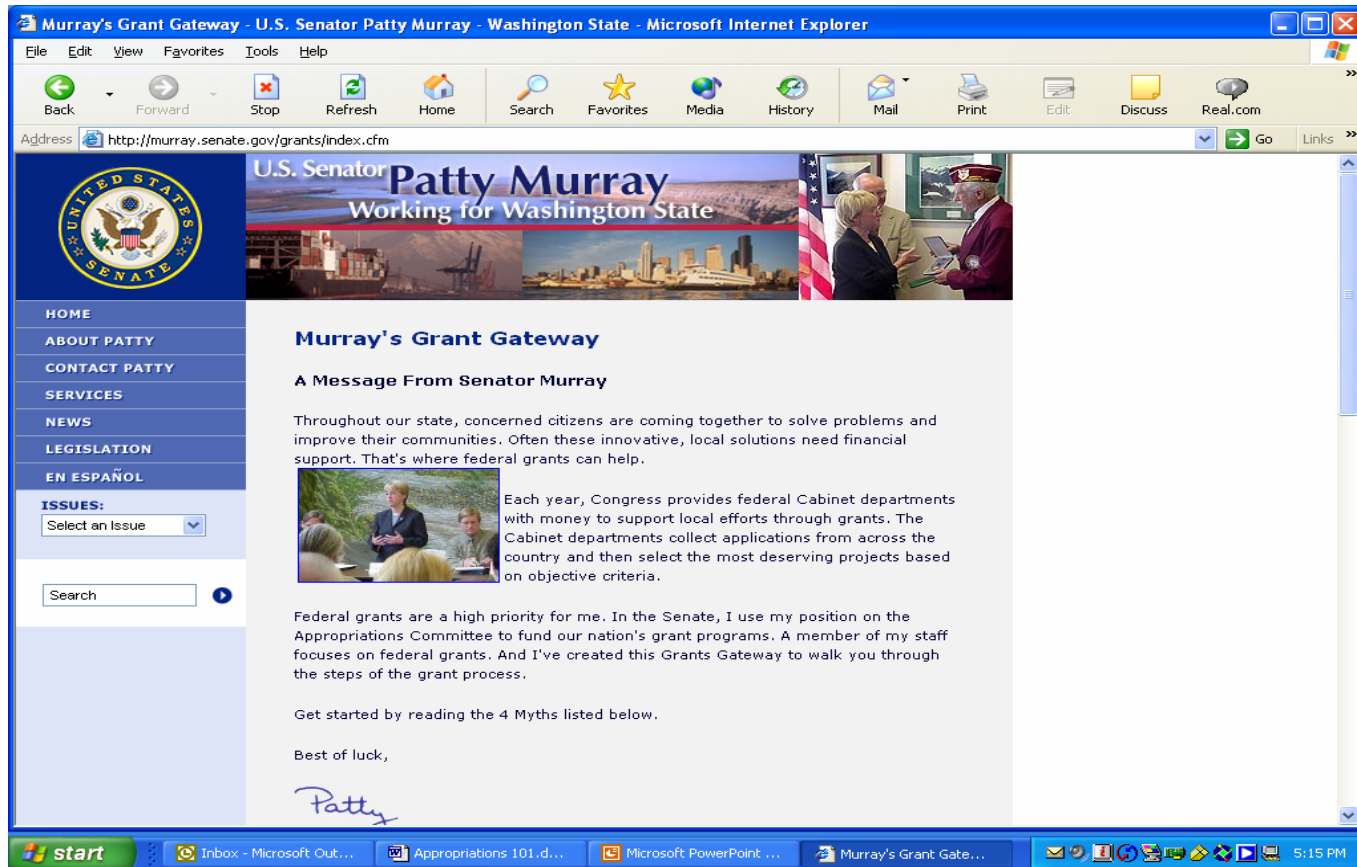
### Federal Grants & Awards Regulations

New, proposed, and amended regulations concerning grants and awards can be found in the following GPO Access databases:

- [Federal Register](#) (FR)
- [Code of Federal Regulations](#) (CFR)
- [List of Sections Affected](#) (LSA)
- [Regulations.gov](#)
- [Unified Agenda](#)

ABOUT GOVERNMENT  
[Ben's Guide to U.S. Government](#)

# Murray's Grant Gateway





# Congressional Assistance

- Letters of support
  - 2 weeks notice
  - Summary/Abstract (draft all right)
  - Whom to send/address letter to
- Congressional Inquiries
  - Agency contacts
  - Reiterate Support
  - Check Status of Review Process
- Funding Notifications



# Helpful Tips

- Partnerships are key
- Don't duplicate services
- Knowing your project (don't stretch)
- Follow application instructions *precisely*
- Get it in writing!!!
- You are responsible for the actions of your grants writers, consultants and partners (think audit)
- Learn from mistakes – review denied applications with program officers and agency staff



## Put it in Writing

- Have a timeline
- Have one pager



# Appropriations 101

- Is a Congressional Appropriation right for your project?
- Timeline & Deadlines
- Recipe for an Appropriations Request
  - One page summary
  - Supporting materials
  - Example of a strong funding request
- Where to send your request
- *And If at first you don't succeed...*



# **Is an Appropriation Right for Your Project?**

1. Research what federal resources are available, including loans and grants
2. Connect with representatives of federal agencies
3. Connect with representatives of your state and national associations
4. Talk to individuals and groups who have done the same thing you're trying to do
5. Talk to Congressional staff



# **Common Question**

**Q:** Is it necessary to identify which bill the funding would come from?

**A.** No, but....





# Timeline & Deadlines

- Timeline
  - See handout
- Deadlines
  - Each Congressional office has their own deadline for when requests are due.
    - **Sen. Cantwell: Friday, March 4, 2005**
    - **Sen. Murray: Friday, March 4, 2005**
  - Sometimes a single office may have multiple deadlines for different types of projects.
  - *A missed deadline means your request waits until next year.*



# **The Recipe for an Appropriations Request**

- Each Congressional office has different requirements – some have worksheets for you to fill out
- Do one request for each project for which you request funding
- A request is typically a one-page summary followed by supporting materials



# One Page Summary

- Project name
- Project description & justification
- Specific dollar amount requested
- Total cost for the project
- Any other secured sources of funding & amounts
- Project timeline
- List of supporters
- Primary contact name, phone number, and email address



# Supporting Materials

- Are usually optional
- Be concise
- Make sure it's understandable to a lay person



# **A Strong Funding Request**

- Example:
  - Highway 12 expansion
- Has a clear statement of the amount of funding requested
- Has comparatively more local funds secured than other projects
- Shows a broad base of support
- Arrives at each Congressional office on time, and in the proper form



# Submitting Your Request

**Q:** Who do you send your request to?

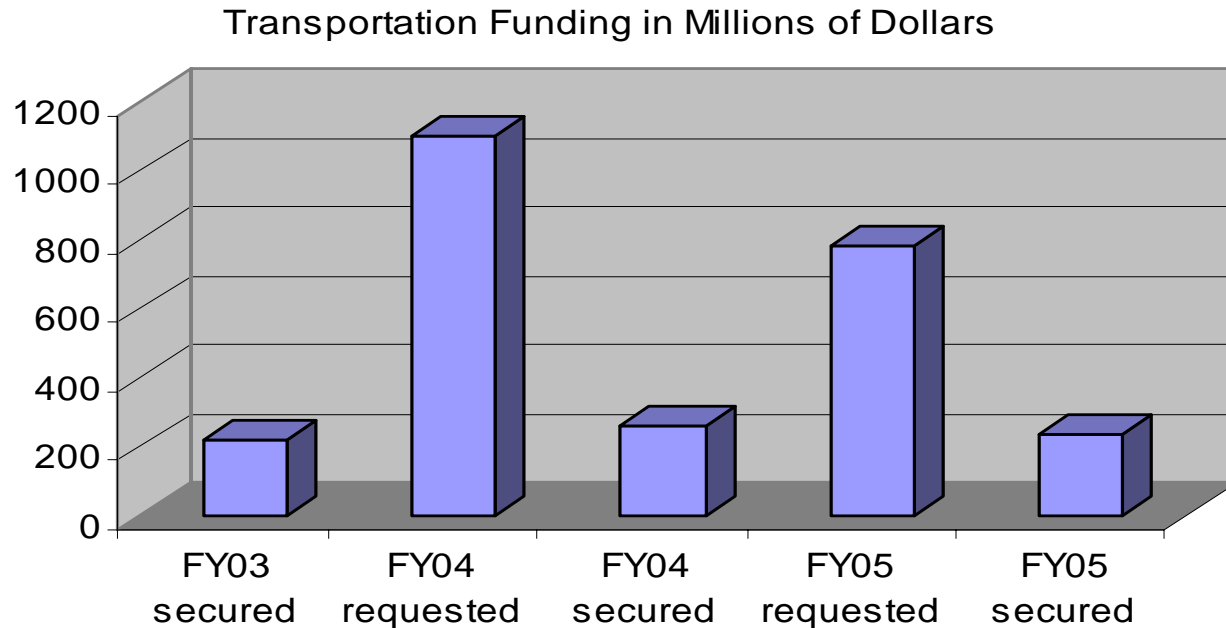
**A:** Both of your Senators and your House member (or members).

● ● ● | **If at first you don't succeed...**

... re-evaluate and maybe try again



# A Look at the Competition:







# Useful Website:

- Thomas

- <http://thomas.loc.gov>

- Status of Appropriations Bills



# Conclusion

- Planning and Patience are necessary in applying for Federal funding
- Information & Resources on Federal funding is readily available
- Have Realistic Expectations